

Section 11.7.2 FUNCTIONS MENU

Distribution Summary Inquiry

Purpose	This section provides the procedures to view and sort distribution information by using the Distribution Summary Inquiry window. The Distribution Summary Inquiry allows a user to select and sort data for on-line viewing of dollar costs associated with labor distribution coding blocks for a specific pay period.
Window	Distribution Summary Inquiry
Reminders	<ol style="list-style-type: none">1. The Distribution Summary Inquiry window is accessed through the <u>F</u>unctions, <u>D</u>istribution <u>S</u>ummary <u>I</u>nquiry items from the Menu bar.2. The Distribution Summary Inquiry window consists of the following windows:<ul style="list-style-type: none">■ Selection Criteria - Allows a user to select or enter specific criteria to be displayed in the Detail List window. The minimum required Selection Criteria is distribution type, department, pay period end date, and one sort element (i.e. Fiscal Year, Index, PCA etc.) Once the Selection Criteria has been selected or entered and the Select button is clicked, the information is displayed in the Detail List window.■ Detail List - Displays information that matches the Selection Criteria. To view information in a different sort or view other coding block data, click on the Reset button.
References	<i>No specific references.</i>

Distribution Summary Inquiry Screen

The following window is displayed when the Functions, Distribution Summary Inquiry is selected from the Menu bar. The steps are described on the following pages.

The screenshot shows the 'DCDS' application window with the 'Distribution Summary Inquiry' dialog box open. The dialog has a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a title bar. The main area is divided into 'Selection Criteria' and 'Detail List' sections. The 'Selection Criteria' section includes radio buttons for 'Direct Labor' (selected), 'Labor Additive', 'Equipment Usage', and 'All Distributions'. It also has fields for 'Department' (03), 'Agency' (03), and 'PP End Date' (7/13/96). Below these are five 'Sort' sections (Sort1 to Sort5), each with a field, a dropdown arrow, and radio buttons for 'Asc' and 'Desc'. The 'Detail List' section is a table with columns 'Field1', 'Field2', 'Field3', 'Field4', 'Field5', and 'Amount'. At the bottom right of the table is a 'Total' row showing '\$0.00'. On the right side of the dialog are 'Select', 'Reset', and 'Close' buttons. Numbered callouts 1 through 10 point to specific elements: 1 points to 'Direct Labor', 2 to 'Department', 3 to 'Agency', 4 to 'PP End Date', 5 to 'Sort1' field, 6 to 'Sort1' dropdown arrow, 7 to 'Sort1' 'Asc' radio button, 8 to 'Sort1' 'Value' field, 9 to 'Select' button, and 10 to 'Reset' button.

Selection Criteria

☒ Direct Labor ☐ Labor Additive ☐ Equipment Usage ☐ All Distributions

Department: 03 Agency: 03 PP End Date: 7/13/96

Sort1: PCA Sort2: Index_Code Sort3: Sort4: Sort5:

Sort1: > Asc Desc Value: 12000

Sort2: Asc Desc Value:

Sort3: Asc Desc Value:

Sort4: Asc Desc Value:

Sort5: Asc Desc Value:

Detail List

Field1	Field2	Field3	Field4	Field5	Amount
Total :					\$0.00

Buttons: Select, Reset, Close

Distribution Summary Inquiry Screen

Follow the steps below to enter the selection criteria to view distribution summary data.

Step	Field Name	Action
1	Distribution Type*	<p>Click on one of the following radio buttons to select the distribution type to inquire upon:</p> <ul style="list-style-type: none">■ Direct Labor■ Labor Additive■ Equipment Usage■ All Distributions <p>Note: Direct Labor is the default.</p>
2	Department*	<p>Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.</p> <p>Note: When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.</p>
3	Agency*	<p>Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.</p>
4	PP End Date*	<p>The last day of the previous pay period will automatically display. Select the appropriate pay period end date.</p>

**indicates a required field that must be entered*

Distribution Summary Inquiry

Step	Field Name	Action
5	Sort 1 (Element)*	<p>Enter or select the sort element for which the detail list will be displayed. The elements available are:</p> <ul style="list-style-type: none"> ■ Fiscal Year ■ Appropriation Year ■ Index Code ■ PCA ■ Appropriation ■ Fund ■ Appropriated Fund ■ Grant Number ■ Grant Phase ■ Grant Number, Grant Phase ■ Agency Code 1 ■ Project Number ■ Project Phase ■ Project Number, Project Phase ■ Agency Code 2 ■ Agency Code 3 ■ Multipurpose Code ■ Object Code ■ Organization Code (choose from 2 - 10) ■ Program Code (choose from 1 - 9) ■ Function Code (choose from 1 - 9)
6	Sort 1 (Qualifier)	<p>To qualify the Sort 1 selection as equal to (=), greater than (>), or less than (<), select the appropriate sign from the dropdown list.</p> <p>Note: If a qualifier is selected, a value is required to be entered (step 8).</p>

**indicates a required field that must be entered*

Distribution Summary Inquiry

Step	Field Name	Action
7	Sort 1 - Asc Sort 1 - Desc	Click on the Asc radio button to sort the selection for Sort 1 in ascending order (i.e., sorts the coding block elements from the lowest number to the highest). Click on the Desc radio button to sort the selection for Sort 1 in descending order (i.e., sorts the coding block elements from the highest to lowest).
8	Sort 1 (Value)	Enter a value to display information that matches the selection criteria entered for Sort 1. For example, enter 12000 to display all PCAs greater than 12000). Repeat above steps for more sort elements.
9	Select Button	Click on the Select button (or press Alt + L) to display the distribution information that matches the selection criteria in the Detail List window.
10	Reset Button	Click the Reset button (or press Alt + S) to run another sort and clear all the prior sort selections from the sort fields.

Distribution Summary Inquiry Detail List Window

The following window is displayed when the Select button is clicked. The fields displayed will vary depending on the Selection Criteria.

DCDS

File Edit Options Functions Params Reports Window Help

Distribution Summary Inquiry

Selection Criteria

☒ Direct Labor
 ☐ Labor Additive
 ☐ Equipment Usage
 ☐ All Distributions

Department : 03 Agency : 03 PP End Date : 7/13/96

Sort1: PCA Sort2: Index_Code Sort3: Sort4: Sort5:

> Asc Desc Value: 12000

Detail List

PCA	Index	Amount
12870	50020	\$3,937.99
12870	50021	\$528.41
12870	50022	\$27.84
12870	60000	\$205.28
Total :		\$8,044.17

Ready